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ABSTRACT

Standard procedures for organizing and operating elementary school media centers are presented in simplified form in this handbook for librarians. Topics covered include media selection, supplies, acquisition procedure, accessioning, classification, cataloging (both books and non-book printed materials), printed catalog cards, filing rules, inventory, vertical file materials, circulation, mending and binding, reports, and publicity. A glossary of terms and an index are provided. (Author/JD)

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SCHOOL MEDIA CENTERS

A Handbook for Elementary Librarians

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Adopted by
the
Catholic School Office of the Archdiocese of St. Louis

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Mrs. M.F. Godfrey

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IR 001 503

Greater St. Louis Unit of the Catholic Library Association
1978

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Greater St. Louis Unit

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PREFACE

This handbook attempts to present in simplified form standard procedures for organizing and operating media centers. For centers which are already functioning effectively, it may offer suggestions for compiling a policy book which is essential if there is to be continuity. It is most disrupting to a school and frustrating and discouraging to teachers and students to have each incoming media person completely reorganize the whole operation. Improvement and changes may be gradual and is never discouraged, but concentration on the service aspect must always remain the paramount reason for a center's existence.

The media person is part of the school staff, and is responsible for developing and operating the center. If the center does not have a professional person in charge, then the principal is responsible for the center and should select a paraprofessional to be in charge of other paraprofessionals or volunteers. Good communication and cooperation with principals and teachers is a strong plus for a good program. They should not only help with selection, but they can also encourage use of acquisitions.

The following publications, usually available in public libraries, are of interest to librarians:

Brewer, Margaret L. and Sharon O. Willis. The Elementary School Library. Shoe String, 1970

Davies, Ruth Ann. The School Library Media Center. Bowker, 1974

Gillespie, John T. and Diana L. Spirit. Creating a School Media Program. Bowker, 1973

Hicks, Warren B. and Alma M. Tillin. Developing Multi-Media Libraries. Bowker, 1970

Missouri State Dept. of Elementary and Secondary Education. Learning Resources, 1975

Weihs, Jean Riddle and others. Nonbook Materials and Organization of Integrated Collections. Canadian Library Assn., 1973

Membership in library organizations is encouraged. Of interest to local people are:

The Greater St. Louis Unit of the Catholic Library Association which offers a Newsletter, an annual meeting, and separate section meetings for persons in various types of libraries;

The National Catholic Library Association which has an annual national convention, publishes the Catholic Library World, bibliographies, handbooks, The Catholic Periodical and Literature Index, for librarians and offers assistance to librarians;

The Suburban Library Association with quarterly meetings for school librarians;

The Missouri Association of School Librarians - a branch of the Missouri Library Association which holds an annual meeting;

The American Association of School Librarians, a section of the American Library Association which publishes School Media Quarterly, and holds an annual meeting in conjunction with the American Library Association;

The St. Louis Library Club which holds several meetings a year;

The American Library Association which holds a summer and a mid-winter meeting, and publishes many reputable publications.

ACKNOWLEDGEMENTS

I appreciate the encouragement received from members of the Greater St. Louis Unit, and from Matthew R. Wilt, Executive Director of the national Catholic Library Association and John T. Corrigan, C.F.X., his assistant. I am grateful to Msgr. John L. Leibrecht, Superintendent of Schools of the Archdiocese of St. Louis; and to Sister Florence Wesselmann, S.S.N.D., Elementary Area Director of that office. Special thanks are extended to the following persons who have offered criticism of the program and of the handbook: Irma C. Godfrey, Julanna M. Good, and Sister Marie Louise Martinez, R.S.C.J.

Eleanora A. Baer
Continuing Education Coordinator

INTRODUCTION

The evolution of the concept of school learning resources in the mid-twentieth century has caused the library or collection to evolve into a resource center, instructional center, learning center, or media center. These terms are self explanatory; each connotes a combined print and AV materials collection. The centralization of all learning materials in the school is highly recommended if there is to be full utilization of materials and concern for a budget.

The quarters are important in planning the activities in the center. Size, equipment, and furnishing determine the extent of the program. Most contemporary books on school library administration enumerate specific recommendations. Recommendations presented in the publications, Standards for School Media Programs by the American Library Association should be the goal of all librarians. In Missouri, the School Media Standards (Missouri State Department of Education, Jefferson City, Mo.) states standards for printed matter and soft ware.

Furnishing should be purchased from recommended companies, e.g. Brodart, Demco, Gaylord, Highsmith, or the Library Bureau of Remington Rand. If shelving and other installations are to be locally constructed, consult a catalog of one of the companies for proper dimensions. These companies meet standard specifications for equipment tested and approved by the ALA. Make the center attractive and colorful, and plan for practical operation. Consult books which have library plans, visit other libraries for ideas, and ask one or more librarians to evaluate your plans.

MEDIA SELECTION

Selection of materials is a continuous process whether orders are placed annually or periodically. It is the responsibility of the school staff to take an active part in suggesting and appraising available materials. This assumes that each person has a thorough knowledge of the curriculum, student interests, strength and weaknesses of the collection, and selection tools. A selection committee is recommended, but the media librarian has the final responsibility of all materials. Personal evaluation of materials recommended in tools is encouraged to make certain items meet the following:

CRITERIA FOR SELECTION

I. Place in the collection
(Appropriate; need; usage; supplements, duplicates or displaces materials)

II. Authoritativeness
(Qualifications of author, repute of research sources used)

III. Authenticity
(Validity, reliability, completeness, recency)

IV. Treatment or arrangement
(Clear, well-balanced presentation; appropriate development; logical sequence)

V. Format
(Appealing, practical, appropriate)

VI. Price
(Proportionate to usage)

SELECTION AIDS

I. Standard Catalog series (H. W. Wilson)

II. Elementary School Library Collection (Brodart)

III. ALESCO catalog

IV. American Library Association publications

V. Baker and Taylor catalogs

VI. Best Books for Children (Bowker)

VII. AAAS Science Booklist

VIII. Children's Books in Print

IX. Subject Guide to Books in Print

X. NCTE Adventuring with Books

XI. Periodicals

- A. Booklist
- B. School Library Journal
- C. Bulletin of the Center for Children's Books
- D. Horn Book
- E. Catholic Library World
- F. School Media Quarterly
- G. Top of the News

SUPPLIES

Supplies should be purchased from a library supply house (Demco, Gaylord, BroDart, etc., Addresses p. 36). The essential supplies are:

Catalog cards - white unruled, medium weight, Allow four cards per book title

Book cards - consider the feasibility of having a room number column on cards

Book pockets - separate pockets and date slips are ultimately more practical than a combined book pocket-date due pocket

Date slips

Rubber stamp identifying your library

Rubber stamp - banded dater (month and date only)

Stamp pads - black

File guides - press board file guides with celluloid coated tabs for the shelf list, A-Z fifth cut and printed subject heading guides for the catalog. Plain guides may be substituted for the subject-heading and shelf-list guides, but typing needs to be protected by a heavy clear pressure sensitive tape

Accession book - optional, loose-leaf is most practical

Order cards - see sample in this handbook

Library mending tape - e.g. perforated adhesive cloth, single stitched binder, double-stitched binder, book repair tape

Scotch tape - use only magic transparent tape on torn pages

Plastic glue

Spine labels - cloth labels which allow typing. Cover with a clear plastic protective coating

Book jackets

Scissors

Typewriter

Charge tray

Guide cards for charge tray

Magafile cases for magazine storage

Bookends - regular size and oversize

ACQUISITION PROCEDURE

I. Maintain a teacher-librarian-student card file of suggested purchases.

II. Order cards or slips may be purchased commercially or mimeographed using pica type if possible. This is a suggested form.

Class no.	Author (Surname first)
List price	Title
Dealer	Publisher
Date ordered	Copyright date Volumes
Date received	Reviewed in
	Recommended by

If classification numbers or subject headings are indicated in tools, write them on back of the order card.

III. Check order cards against the card catalog, outstanding orders and uncataloged materials.

IV. Arrange cards alphabetically by title.

V. Publisher vs. jobber: Materials ordered from publishers will be received more rapidly, but an order of several items sent to a jobber saves labor and postage. Indicate that unfilled orders are to be held only for a given time, e.g. 30 or 60 days.

VI. Type order (original and carbon) using this form. Keep carbon copy in the file.

ALESCO
404 Sette Drive
Paramus, New Jersey 07652

Date _____

Purchase Order No. _____

Signature _____

Ship to: _____

QUANTITY	AUTHOR	TITLE	PRICE	TOTAL

VII. Type order. File cards in order drawer.

VIII. Order card drawer dividers:

A. Outstanding orders

B. Received this fiscal year

C. Out of print

D. Suggestions

PROCESSING MEDIA ORDER

I. Check books against invoices. If there are no defective bindings or contents, authorize invoice for payment.

II. Check invoice against the carbon copy of the order. If all items are received place the carbon copy in "Orders Received" folder; if incomplete hold carbon copy in order outstanding folder.

III. Place order card inside the front cover of the book.

IV. Defective copies: Write to the publisher or jobber asking to return material, mark bill and order card "defective copy rec'd." Deduct amount from bill and return card to outstanding file. When book is returned to publisher or jobber, attach letter to the package so that both reach the company together.

OUTLINE OF CLASSIFICATION
(Dewey Decimal Classification (DDC)

000 General works
010 Bibliography
020 Library science
030 General encyclopedias
040 General essays
050 General periodicals
060 General societies
070 Newspaper journalism
080 Collected works
090 Manuscripts and rare books

100 Philosophy
110 Metaphysics
120 Metaphysical theories
130 Branches of psychology
140 Philosophical topics
150 General psychology
160 Logic
170 Ethics
180 Ancient and medieval philosophy
190 Modern philosophy

200 Religion
210 Natural theology
220 Bible
230 Doctrinal theology
240 Devotional & practical religion
250 Pastoral theology
260 Christian church
270 Christian church history
280 Christian churches and sects
290 Other religions

300 Social sciences
310 Statistics
320 Political science
330 Economics
340 Law
350 Public administration
360 Social welfare
370 Education
380 Public services and utilities
390 Customs and folklore

400 Languages
410 Comparative linguistics
420 English and Anglo-Saxon
430 Germanic languages
440 French, Provencal, Catalan
450 Italian, Rumanian
460 Spanish, Portuguese
470 Latin and other Italic
480 Classical and modern Greek
490 Other languages

500 Pure science
510 Mathematics
520 Astronomy
530 Physics
540 Chemistry and allied sciences
550 Earth sciences
560 Paleontology
570 Anthropology and biology
580 Botanical sciences
590 Zoological sciences

600 Technology
610 Medical sciences
620 Engineering
630 Agriculture
640 Home economics
650 Business
660 Chemical technology
670 Manufactures
680 Other manufactures
690 Building construction

700 The Arts
710 Landscape and civic art
720 Architecture
730 Sculpture
740 Drawing and decorative arts
750 Painting
760 Prints and print making
770 Photography
780 Music
790 Recreation

800 Literature
810 American literature
820 English literature
830 Germanic literature
840 French, Provencal, Catalan
850 Italian
860 Spanish, Portuguese
870 Latin literature
880 Classical and modern Greek
890 Other literatures

900 History
910 Geography, travel, description
920 Collective biography
930 Ancient history
940 Europe
950 Asia
960 Africa
970 North America
980 South America
990 Other parts of the world

F Fiction SC Short stories E Easy books (K-3)

ACCESSIONING

I. An accession or identification number is assigned to each book preparatory to cataloging. Numbers are used in consecutive order.

II. The number is placed at the bottom of both the title page and another page, e.g. p. 19.

III. If an accession book is used, a standard accession book should be purchased from a library supply company. A loose-leaf book is preferred. If an accession book is not used, be careful to avoid duplication of numbers. Do not reuse numbers if books are lost. This avoids problems if books are later found.

CLASSIFICATION

Classification is the grouping together of books having the same contents.

I. The Abridged Dewey Decimal classification system is used for elementary school libraries. The Children's Catalog is sufficient for collections of less than 5,000 books.

II. The Dewey Decimal classification system has ten main divisions, each having nine subdivisions. These may be further divided.

III. Some books have letters for special collections.

A. "F" for fiction.

B. "E" for easy books (K-3)

C. "SC" for short story collections.

D. "B" or "92" (preferred) for individual biographies.

IV. An example of how a subdivision is further divided follows:

900 History
970 North America
971 Canada
972 Mexico
973 United States
974 Northeastern States
975 Southeastern States
976 South Central States
977 North Central States
978 Western States
979 Pacific States

V. Period Divisions: Dewey sometimes adds numbers to indicate time, e.g.

973.1 Discovery of the U.S.
973.2 Colonial history
973.3 American Revolution
973.4 Constitutional history
973.5 War of 1812
Etc.

VI. Form division: Some numbers may have the following numbers appended to indicate the form of writing, e.g.

01	Philosophy and theory	06	Organizations
02	Compends and outlines	07	Study and teaching
03	Dictionaries	08	Collections
04	Essays	09	History
05	Periodicals		

Thus we have:

903 Dictionary of World History
973.03 Dictionary of American History

Whether 3 or .03 is appended is determined by the expansion Dewey has made.

VII. Steps in assigning classification numbers:

A. Check the verso side of the title page to see if there is suggested information for cataloging. If there are subject headings and classification number indicated make certain that they coincide with the Children's Catalog.

If the book does not offer this help then examine the introduction, contents, and body of the book. Do not classify from the title.

B. If the verso side of the order card has a classification number and headings you have gotten from a tool check these also.

C. Sets are classified as a single item. Books in series, e.g. Landmark books are classified separately.

D. Write the classification number at the top center of the page following the title page and in the left-hand corner of the order card.

E. Print the first three letters of the author's name under the classification number. The two lines together are technically known as the call number.

Exceptions:
1. Single biography: use the first three letters of the person written about.
2. Books such as, World Almanac are cataloged under the title, therefore, use the first 3 letters of the title, e.g. Wor.

CATALOGING

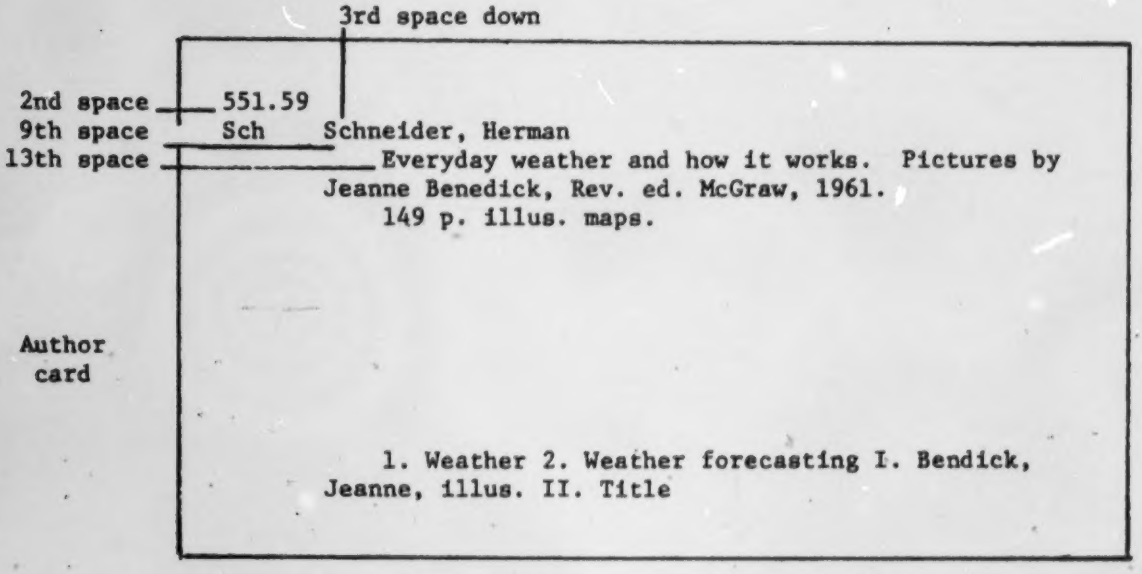
The card catalog often is an author, title, subject alphabetical index to the collection. Some librarians prefer to have two separate filings. Author and title cards are interfiled, and subject cards are alphabeted to form a separate catalog.

The shelf-list file consists of a single card for each book or set arranged in numerical order by classification numbers.

In cataloging use the author, title and publisher on the title page and the copyright date on the verso side of the title page.

AUTHOR CARD

The author card is the main entry card, and serves as the basis for all other cards. The form is:


3rd space down
2nd space
9th space
13th space
551.59
Sch
Schneider, Herman
Everyday weather and how it works. Pictures by Jeanne Benedick, Rev. ed. McGraw, 1961.
149 p. illus. maps.
Author card
1. Weather 2. Weather forecasting I. Bendick, Jeanne, illus. II. Title

1. Call number: classification number and first three letters of the author's name (exception: single biographies when the three letters about whom the book is written is used).

2. Author: last name, given name, middle name (or initials). Dates are not necessary in an elementary catalog.

3. Title: state complete title as given on the title page.

4. Illustrator: use wording on title page.

5. Edition: state rev. ed., 2nd ed, etc. but not 1st ed.

6. Publisher: give short form, i.e. do not type the words company or publisher.

7. Date: give copyright date not printing date.

8. Collation: includes paging, illus., maps. In the case of sets state volumes and omit paging, express as 4 v. If there is no paging type "unp." Series may be stated - type inside parentheses, e.g. (Landmark books)

9. Tracings: indicate the other cards made in this order - subjects (numbered with Arabic numbers) title, illustrators all (numbered with Roman numerals)

SUBJECT CARD

The card is identical in form and information to the author or main card except that the subject heading is typed above the main entry line. Also tracings are omitted. The Children's Catalog headings are sufficient. Sears List of Subject Headings is the authority for a more expanded list.

Subject card

551.59 WEATHER
Sch Schneider, Herman
Everyday weather and how it works. Pictures by Jeanne Benedick. Rev. ed. McGraw, 1961.
149 p. illus. maps

Note: The subject heading is typed in black capitals. However, if red headings have already been used, either lower case or capitals, continue this policy.

TITLE CARD

Title card

551.59 Everyday weather and how it works
Sch. Schneider, Herman
Everyday weather and how it works. Pictures by Jeanne Benedick. Rev. ed. McGraw, 1961.

Note: The title card is typed in black.

ADDED ENTRY CARDS

Illustrator card

551.59 Benedick, Jeanne, illus.
Sch. Schneider, Herman
Everyday weather and how it works. Pictures by Jeanne Benedick. Rev. ed. McGraw, 1961.
149 p. illus. maps

Note: The illustrator's name is typed in black.

SHELF-LIST CARD

Shelf-list card

```
551.59
Sch    Schneider, Herman
           Everyday weather and how it works.  Pictures by
       Jeanne Benedick.  Rev. ed. McGraw, 1961
           149 p. illus. maps

       246  2/17/77  Baker     $5.95
       624  9/21/77  May Jones Gift
```

Note: the shelf list card which will be filed in classification number order indicates the accession number, date of cataloging, source, and cost. It serves as a measuring tool of books in a particular field, and is used to take inventory of the collection.

INDENTION

DDC number is typed 2nd space from left; 3rd space down
1st indention (author) 9th space from edge of card (if too long revert to 2nd indention)
2nd indention - 13th space from edge - continue at first indention
2nd indention - collation (information about paging, maps, etc.), notes, contents start at 2nd and revert to 1st

SPACING

1 space normally after a comma, a period, a semicolon, and a colon
3 spaces precede and follow edition
1 space is left between notes and contents

PUNCTUATION

Note punctuation on sample cards

CAPITALIZATION

Capitalize 1st letter of

proper names
religious terms, e.g. Saints, Bishop, etc.
Book refering to the Bible, e.g. Book of Revelations, and used Authorized version
title of persons, e.g. Pope John XXIII, George the Sixth
people, e.g. Negroes, Indians, etc.
prefixes, e.g. ex-President Roosevelt

TRACING:

Tracing is the record of all the catalog cards other than the main entry card for a book.
Typing: just above the hole in the card.
Numbering: Subject cards are numbered in Arabic; other entries are numbered in Roman numberla.
Order of typing: type the most overall subject of the book, followed by lesser important ones.
Jt. author or jt. editor. Editor. Illustrator (if important)
Title. Well known title, e.g. Adventures of Tom Sawyer is the title used in cataloging, but a card is also made for Tom Sawyer.

JOINT AUTHORS OR EDITORS:

More than two authors, editors, etc. use the following form following the title: Flamingos, by J. V. Beers and others
Two authors use the form: Basketball for young champions, by Robert J. Antonacci and Jene Barr; illustrated by Richard Leach. Example:

Joint Author

```
796.32
Ant     Antonacci, Robert J.
            Basketball for young champions, by Robert J.
        Antonacci and Jene Barr, illustrated by Richard
        Leach. McGraw, 1960.
            160 p. illus.

            1. Basketball I. Barr, Jene, jt. auth. II. Leach,
        Richard, illus.
```

Joint Author

```
796.32      Barr, Jene, jt. auth.
Ant     Antonacci, Robert J.
            Basketball for young champions, by Robert J.
        Antonacci and Jene Barr, illustrated by Richard
        Leach. McGraw, 1960.
            160 p. illus.
```

ILLUSTRATOR:

If an illustrator is important make a catalog card, tracing on the main card. Then type as shown:

Illustrator

```
796.32      Leach, Richard, illus.
Ant     Antonacci, Robert J.
            Basketball for young champions, by Robert J.
        etc. (as given on Barr card)
```

SERIES:

Cards are made for important series.
The name of the series is given in parentheses after the last item in collation, e.g. (Landmark series)

CONTENTS:

Contents are listed if a book includes plays, biographies, criticism, which are extensive, or if a piece of a work is important.

Series & Contents

```
920
Nat     Nathan, Dorothy
            Women of courage: illus. by Carolyn Carter.
        Random House, 1964.
            188 p. illus. (Landmark books)

            Contents: Susan B. Anthony, Jane Addams, Mary
        McLeod Bethune, Amelia Earhart and Margaret Mead.

            1. Women-Biography I.Title
```

Short stories and plays may have individual or analytic cards made. On the main card list the item using this form in the contents:

Heart of darkness, by J. Conrad.....

In the tracings note as Author anals. Title anals.

A card will then read:

```
SC      Conrad, Joseph
Ove         Heart of darkness
            (In Overton, Grant Martin, ed. Great modern
        short stories. Modern Library, 1930. P. 3-25)
```

A title card is also simple:

```
            Heart of darkness
        Conrad, Joseph
            (In Overton.....
```

BOUND WITH

When <u>two works by the same author</u> are bound together, make a note on the main card saying: Bound with the author's (then type title). Catalog each separately.

When <u>two books by different authors</u> are bound together catalog as shown.

Bound with

```
979.1  Ely, Sims
Ely        The lost Dutchman mine; the story of the
       search for the hidden treasure of the Superstition Mountains of Arizona. Macmillan, 1940.
           170 p. illus.(Lost gold mines of the Southwest
       series)

           Bound with Randall, Edward. Submarine treasure.
       New York, 1953. and Williams, M. E. The real book
       of American tall tales. Garden City, 1952.

           1. Arizona I. Title II. Randall, Edward. III.
       Title: Submarine treasure IV. Williams, Mary E.
       The real book of American tall tales.
```

Bound with

Changed title

```
979.1
Ely    Randall, Edward
           Submarine treasure, illustrated by Hubert Rogers.
       Dodd, Mead, 1953.
           199 p. illus.


           Bound with Ely, Sims. The lost Dutchman mine.
       Macmillan, 1940.
           1st published in 1936 under title: Spanish
       ingots.

           I. Rogers, Hubert, illus. II. Title. III.
       Title: Spanish ingots
```

To complete this set type three more identical cards omitting the tracing. On one type Rogers, Hubert, illus. On the next Submarine treasure. On the third Spanish ingots. On each of the three cards begin typing the illustrator, the title, or the alternative title on the top line at second indention.

SEQUELS:

The sequel note appears in the same position as other notes, i.e. type at the 2nd indention on the line immediately following collation, illus., note, etc. It reads

Sequel: Little house on the prairie
Sequel to: Little house in the big woods

A practical way to clarify any confusion which might arise from the ALA rule above is to type a card which reads:

Wilder, Laura Ingalls

Little house in the big woods
Little house on the prairie
On the banks of Plum Creek
By the shores of Silver Lake
The long winter

This card will need to be kept up to date if more books appear in series. Each book which you have in the series is cataloged as a separate book, but no sequel note is on these cards. Since this card is an informational type of card, it does not follow that you have all of the books in the series.

PSEUDONYM:

In an elementary school catalog the pseudonym is usually used as the author. However, it is necessary to make a see reference from the real name, e.g.

Dodgeson, Charles Lutwidge See

Carroll, Lewis, pseud.

In cataloging books by Mark Twain, follow the policy used by the Children's Catalog which catalogs the works under Twain, Mark, but uses Clemens, Samuel Langhorne as the subject heading for his biographies.

To help library users, make a see reference from Mark Twain to Twain, Mark. Then make two see also cards namely, Twain, Mark see also Clemens, Samuel Langhorne and a second which reads Clemens, Samuel Langhorne see also Twain, Mark.

ANONYMOUS WORKS:

Classics such as Mother Goose, Arabian Nights, Robin Hood, Beowulf, etc. are entered as the main entry in the author position on the main card.

Examples of other corporate entries used instead of a personal name as the main entry in cataloging (these are typed in the author position, i. e. on the top line at 1st indention)

BIBLE:

The complete text of the Bible is entered under Bible
The complete text of the Old Testament is entered as Bible.O.T.
The complete text of the New Testament is entered as Bible.N.T.

Separate books are listed as:

Bible. N.T. Corinthians
Bible. N.T. Epistles of John
Bible. N.T. Epistles of Paul
Bible. N.T. Gospels
Bible. O.T. Apocrypha
Bible. O.T. Prophets

(These are examples of just some of the books of the Bible, follow the same form for the others)

CORPORATE BODIES:

Used for publications of organized bodies such as societies, agencies, etc.

Radio and TV Stations:
KSD (Television station) St. Louis, Mo.

Agencies:
Gt. Brit. Department of Scientific and Industrial Research
U.S. Copyright Office
U.S. Dept. of Health
U.S. Food and Drug Administration, Bureau of Enforcement

Chiefs of state, etc.:
Gt. Brit. Sovereign, 1952- (Elizabeth II)
U.S. President, 1933-45 (F.D.Roosevelt)
U.S. President, 1953-1961 (Eisenhower)

Conferences:
Symposium on Protein Metabolism, University of Toronto, 1953
Louisiana Cancer Conference, 2d New Orleans, 1958(not held at university)

Councils:
Vatican Council, 1st, 1869-1870

Religious Orders:
Franciscans

Parishes, church societies, etc.
St. Louis, St. Luke's Church

Place to identify institution:
Massachusetts, State Teachers College. Bridgewater

SERIAL PUBLICATIONS:

Almanacs, bulletins, periodicals, annual reports, proceedings, directories are considered serials.

Almanac

317.3
Wor The World almanac & book of facts. Newspaper Enterprise Assn., Inc.

Library has

V. 107- 1975-

Periodical

050
Ame American libraries. American Library Association, 1876-

Preceded by Bulletin of the American Library Association.

Library has
V.1- 1971-

SEE REFERENCE:

See references are made from a heading to one which is used, e.g.

SOUTH ATLANTIC STATES See

SOUTHERN STATES

SEE ALSO REFERENCE

See also references are made from subject headings which are used to related subject headings, e.g.

ABBEYS See also

CATHEDRALS

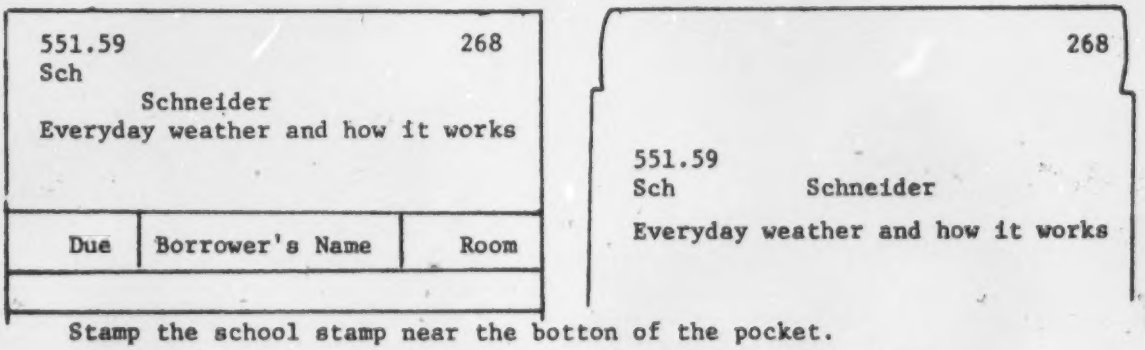
BOOK POCKET AND BOOK CARD:

It is necessary to provide for material which may be circulated. In the case of books, a pocket and book card is placed in each book to be circulated. There are two kinds of pockets namely, a combined pocket-date slip, and a pocket and separate date slip. The latter eliminates a considerable amount of retyping which is necessitated by the date due slip needing replacing.

Placement: There is a differnce of opinion as to whether the pocket, card and date slip be placed in the back or the front of the book. It is essential in order to avoid broken book covers that the date slip be on the solid or body of the book.

In an elementary school put the pocket in the front of the book. If you work in a school which uses the back continue to do so to avoid confusion. Checking in the front seems quicker because youngsters have a tendency to place books on the desk front cover up.

Bookjackets which extend inside the front cover where the pocket belongs, may cause the pocket to be moved to the opposite side and a date slip appended to it.



Stamp the school stamp near the botton of the pocket.

SPINE LABELS:

A commercial cloth sticker is recommended. So as to have uniformity, place the bottom of the sticker two inches from the bottom of the spine regardless of printing on the spine. Do not, however, lose volume numbers on a set. A clear shellac bought from a library supply house will help keep the sticker clean and make them adhere to the book.

NON-BOOK PRINTED MATERIALS

Non-book materials are cataloged and systematically organized in the same way as books.

Accessioning: Each type of material is accessioned separately.

Classification and call numbers: Material is classified with number expansion the same as that used for the books in your library. Some media such as tapes become separated from the containers so it is necessary to mark both the item and the container.

Identifying: Stamp or type the name of the library on each item.

Circulation cards: Individual cards should be prepared for each item. In the case of items too small to have card appended, a file of circulation cards may be kept at the circulation desk.

Filing catalog cards: Catalog cards may be interfiled with the book cards.

Cataloging: The following sample catalog cards illustrate the form of card used for each kind of media.

In a small library an elaborate system of color banded cards may just be an added factor in cataloging non-book materials and involve having a supply of various color banded cards. It is suggested that consideration be given to deciding on a single color banded card for all media, and then relying on coding to identify the format. The book card may have the same color of banding, or it may be a solid color card. In order to utilize commercial cards which will be white, banded transparent catalog card protectors are available. Green is a practical color to select and is available in all the needed supplies mentioned.

These sumbols may be used in cataloging non-book materials.

MEDIA	CODE	MEDIA	CODE
Art Print	A	Microfiche	MF
Audio Tape	AT	Microfilm	MI
Chart	C	Microprint	MP
Diorama	D	Model	MO
Film 8mm	F8	Picture	P
16 mm	F16		
		Programmed Instruction	PR
Filmloop	FL8	Realia	RE
Super	FL8S	Record	R
Flash Card	FC	Slide	SL
Games	G	Specimen	SP
Globe	GL		
Kinescope	KI	Study Print	ST
Kit	K	Tape	T
Map	M	Transparency	TR
Microcard	MC	Video Record	VR
		Video Tape	VT

Symbols used in collating these materials

b&w	black and white
ea.	each
fps.	frames per second (motion picture speed)
Guide	teacher's manual or study guide
ips.	inches per second (tape recordings)
min.	minutes (running time)
mono	monaural (disc and tape recordings)
mm	millimeter (width)
rpm.	revolutions - per-minute (disc recordings)
s.	sides (disc recordings)
sd.	sound
si.	silent
stereo	stereophonic (disc and tape recordings)

Most AV materials are cataloged using the title as the main entry.

Chart

C
629.1309
His History of flight (Chart) Educational Posters, 1959
1 chart. col. 38x26 in.

1. Airplanes-History 2 Flight-History

Diorama

D
525.5 Seasons - fall and winter (Diorama)
Sea Various pieces. (Instructo activity kit) Col.

Teacher information sheets.

1. Autumn 2. Winter

16 mm Film

F16
551.3 Dunes (Film) David Adams. Released by Pyramid
Dun Film Producers, 1968
7 min. sd. col. 16mm.

Summary: Shows the changing world of sand dunes and their inhabitants.

1. Sand-dunes I. Adams, David

Flash Card

FC
970.1 Early explorers (Flash card) Eye Gate, 1964.
Ear 15 cards. col. 28x10 cm. (At-a-flash time line cards, set 1)

Text on verso.

1. America-Disccvery and exploration 2. Explorers.

Filmloop

FL8S
915.1 China: cities in transition (Filmloop)
Chi Doubleday Multimedia, 1969.
1 cartridge. 18 min. sd. col. Super 8mm. (Red China series)

Technicolor cartridge.
Notes on cartridge case.
Summary: The growth and nature of Shanghi are shown with contrasts between traditional and modern modes of life.

1. Shanghi-Description 2. Housing-China (People's Republic of China, 1949-)

Filmstrip

FS
025.3 Bergall, Charles
Ber Introduction to the card catalog (Filmstrip)
Written by Charles Bergall and Sherwin S. Glassner.
Eye Gate, 1962
35 dr. col. 35 mm. (Library services)

Captions.

1. Catalogs, Cards I. Glassner, Sherwin S.

Game

G
920 Meet the Presidents. (Game) Milton Bradley.
Mee 34 metal presidential coins,folding map board of the U.S., color, question and answer spinner.

Historical facts about the Presidents, from Washington to Kennedy. For 2, 3, or 4 players.

1. Presidents-U.S. 2. U.S.-History

Globe

GL
912 World globe (Globe) Replogle, 1969
Wor 1 relief globe. col. 30cm in diameter (World nation series)

1:41,849,600.
Manual for series (31 p.) by M. Guyette.

1. Globes

Kit

K
915.5 Iran introductory kit. International Communica-
Ira tions Foundation, 1962.

Teacher's guide: a filmstrips: 61 fr., 68 fr., color; 1 record, disc: 12", 33.3 rpm.; 16 pictures, 9-1/4 x 12-1/4", color, with captions.

A general survey of Iran.

1. Iran

Map

M
917 Vac

Vacationlands of the United States and Southern Canada (Map) National Geographic Society, 1966.
1 sheet (printed both sides) col. 25x37 in.

1:5, 132, 160
Albers conical equal-area projection.
9 inserts.
Index to parks.

1. National parks and reserves-U.S. 2. National parks and reserves-Canada

Microcard

MC
978 Kel

Kellogg, Louise Phelps
Early narratives of the Northwest (Microcard) Microcard Corp., 1963
5 opaque cards. 8x13 cm.

Originally published by T. J. Brown, 1865.

1. America-Discovery and exploration-French 2. Northwest, Old-Discovery and exploration I. Title

Microfilm

MI
943 Shi

Shirer, William L.
The rise and fall of the Third Reich; a history of Nazi Germany. (Microfilm) Simon, 1960.
1245 p.

Microfilm copy of original book.

1. Germany-History-1918-1945 2. Hitler, Adolf 1. Title

Model

MO
611 Hum

Human skeleton model. (Model) Ideal School Supply Co., 1964.
2 pieces. white. 30 cm. (Human anatomy group, S228)

Notes by Jack Megenity.
Plastic scale model with stand.

1. Bones 2. Skelton

Picture

P
759.4 Bou

Boucher, Francois
Madame Bergeret. (Picture)
9-1/2" x 12". color

Original in National Gallery of Art, Washington, D.C.

Programmed Instruction

PR
550 Geo

Geology.(Programmed instruction) EBE, 1964.
1, 101 fr. book, 14-35 hrs.
Teachers manual; Test booklet.

A linear program covering scientific method, weathering, erosion, rock classification, deposition and uplift, interior of the earth, the earth crust.

1. Geology

Record (Phonodisc)

R
785.7 Borodin, Aleksandr Porfir'evich
Bor String quarter no. 1 in A major. Westminster, W9015.
1 disc (12") 33-1/3 rpm. 30 min. mono.

Vienna Konzerthaus Quartet.
Programme notes by Peter Hugh Reed on slipcase.

1. String quartets

Realia

RE
391 Mohawk Indian costume. (Realia)
MO 5 pieces.

Includes headdress, bearded shirt, trousers, and moccasins.

Slide

SL
709.38 Art of Greece. (Slide) Sandak, 1968.
Art 30 slides, 2" x 2", color.

Renowned treasures of architecture and sculpture, from archaic through Hellenistic Greece.

1. Art, Greece

Specimen

SP
595.7 Seven insect types. (Specimen) Denoyer-Geppert.
Sev 7 specimens imbedded in plastic.

Silverfish, grasshopper, squashbug, Japanese beetle, cabbage butterfly, honeybee, housefly.

1. Insects

Study print

ST.
301 Neighborhood friends and helpers. (Study print)
Nei SVE, 1966.
8 mounted prints, 18" x 13", color.
Teaching guide and text on reverse side of prints.

Portrays various occupations and services in a community. May be used with filmstrips, slides and text materials. All grade levels.

1. Community life 2. Occupations

Tape

T
782 Strauss, Richard
Str Till Eulenspiegel, and William Tell by Rossini. (Tape) Narrated by Mason Adams. Golden Records LP94.
19:10 min. 7.5 ips.

1. Title II. Rossini, Gioacchino Antonio, William Tell III. Title: William Tell

TR
529 Clock (Transparency) Visucom Projectuals, 1960.
Clo 1 sheet (5 attached overlays) col. 10" x 12"

Dial transparency used to teach how to tell time.

Transparency

1. Clocks and watches

PRINTED CATALOG CARDS

Printed catalog cards are available from some publishers and jobbers. Some of the companies in addition to furnishing sets of catalog cards, offer pockets, book cards and jackets. Consult the company's catalog regarding charges and option for pasting pockets.

Baker and Taylor
Gladiola Avenue
Momence, IL 60954

Bro-Dart
1609 Memorial Avenue
Williamsport, PA 17701

Crossley, Van Dursen Co., Inc.
Marcellus, New York 13108

Demco Educational Corp.
Box 7488
Madison, Wisconsin 53707
(ALESCO and Demco merged)

Metro Catalog Cards
American Publishers Co.
1024 W. Washington Blvd.
Chicago, IL 60607

Jostens Library Services Division
4070 Shirley Drive, S.W.
Atlanta, Georgia 30336

L. J. Cards, Inc.
P. O. Box 27
Cooper Station Post Office
New York, N.Y. 10003

FILING RULES

The following statements giving basic principles for filing are taken from the A.L.A. Rules for Filing Catalog Cards (abridged ed.)

1. "The basic order is alphabetical, word by word, except in areas where a numerical or chronological arrangement is preferable." p. 1.

2. In general, author and subject cards with identical family names are then arranged in alphabetical order by given name.

3. Titles and subject cards are interfiled.

Example:

Love, J.	author
Love, John L.	author
LOVE, JOHN L.	subject
Love	title
Bowen, Elizabeth	
LOVE	subject
Magoun, F. Alexander	
Love	title
Mamis, Justin	
Love and beauty	title
LOVE, MATERNAL	subject (inverted heading)
Love 100 years ago	title (numeral filed as if spelled out)
LOVE POETRY	subject
LOVE - QUOTATION, MAXIMS, ETC.	subject
Love songs, old and new	title
LOVE (THEOLOGY)	subject
Love your neighbor	title
The loves of a child	title (disregard a, an, and the initial articles)

File M', Mc, and Mac as if spelled Mac (See p. 20)

Mach
McHenry
Machinery
MacHugh
Machuron

Proper names with a prefix are filed as if spelled as one word. (See p. 20)

De senectute	title
De Alberti, Amelia	
Defoe, Daniel	
De la Roche	
Delaware	
Del Mar, Eugene	

Chronological arrangement is used for history and literature headings which have period sub-divisions (See p. 60)

U.S. - HISTORY
U.S. - HISTORY - COLONIAL PERIOD
U.S. - HISTORY - FRENCH AND INDIAN WAR, 1755-1763
U.S. - HISTORY - REVOLUTION
U.S. - HISTORY - War of 1812
U.S. - HISTORY - 1815-1861
U.S. - HISTORY - CIVIL WAR
U.S. - HISTORY - War of 1898
U.S. - HISTORY - 20TH CENTURY
U.S. - HISTORY, MILITARY
U.S. - HISTORY - SOURCES

The headings Ancient, Medieval and Modern are arranged in alphabetical order. (See p. 62)

HISTORY
HISTORY, ANCIENT
HISTORY, DICTIONARIES
HISTORY, MEDIEVAL, See....
HISTORY - METHODOLOGY
HISTORY, MODERN

See also cards are filed before the entry of the same word or words. (See p. 69)

Abbreviations are filed as if spelled in full. (See p. 6)

Dr. filed Doctor
St. filed Saint

INVENTORY

Annual inventory may be a requirement. If not, choose different sections each year.

1. Check shelf-list against shelves and circulation file.

2. Remove cards for missing books; pencil "missing" and date after accession number.

3. Keep a file, arranging cards in call number order.

4. If there is only a single copy of the book, remove catalog cards placing each set with appropriate shelf-list card.

5. About three months later check cards for missing books against shelves and circulation file and consider replacing needed books. Catalog cards may be reused if books are required. Do not reuse accession numbers since original copies may reappear.

6. Retain file for at least a couple of years. The above system eliminates stamping and a great deal of time.

VERTICAL FILE MATERIALS

Each piece of material should be dated and a subject heading assigned.

Pamphlets:

If pamphlets are expected to circulate a number of times, it is practical to purchase or make pamphlet binders.

Magazine and Newspaper Clippings:

These items should have source and date written on each piece.

Pictures:

Pictures can be mounted on appropriate background. Mount and file in some orderly manner, e.g. subject or artist.

Contemporary File:

Material cumulated for a specific project should be kept in a folder for usage. It should be reviewed when demand ceases and only that having some permanent value should be kept and placed in the regular vertical file.

Storage:

A legal-sized file is recommended, boxes, however, will suffice. Storage boxes are available from library supply houses. Magafiles are practical for pamphlets and magazines.

CIRCULATION

Libraries, or media centers, exist primarily so that materials and the rooms may be used.

ATMOSPHERE:

A staff with a friendly professional attitude should expect students and teachers to respect and to be considerate of other users and materials. Relative quiet, observance of library rules, and proper treatment of materials should be expected. Rules which are practical for the school encourages cooperation.

PERSONNEL:

A librarian with some library training or a responsible person should be in charge. Volunteer mothers can often be recruited and trained to help.

HOURS:

The room should be opened 15-30 minutes before school; 30-60 minutes after school, and during the lunch hours, particularly on days of inclement weather.

CHARGE DESK

A charge desk should have a band dater and a stamp pad, pencil and tray for book cards.

PROCEDURE (suggestion):

Students should be taught to sign book cards, stamp the card and date slip, and deposit the card in a designated place, e.g. a box or box lid.

Students having overdue books or fines should be listed on a slip adjacent to the check out stamp. This list could have a statement, "See the librarian before checking out books".
This procedure frees the librarian to work with students.

NUMBER OF BOOKS CIRCULATED:

The size of the student body and collection, and the grade level determine the number of books issued to a student. 1st and 2nd grade students may be limited to one book with more frequent library visits. Kindergarten youngsters may in some schools just check out books and place them in the classroom for use there.

LENGTH OF LOAN:

Two weeks loan is the usual period for a loan.

OVERDUES:

In addition to posting a list in the library, it is sometimes necessary to send a notice to the classroom. A call home may be made if school contact is not effective.

FINES:

Some schools which have eliminated fines, expect students to "work off" penalties.

STATISTICS:

Students and faculty count should be separate. Counting by grades or categories is time consuming and not recommended. Counting room use of materials is sometimes practical, but again it is a time consuming task.

CHARGE TRAY:

Using date dividers, alphabetize each day's issue and file behind the marker for the date stamped on the cards. Place all cards for overdue books in one alphabet in front of the date dividers. At the back of the file maintain an alphabetical file of teachers withdrawals.

CHECKING IN:

If possible place the book card in the pocket when a book is returned. Immediate shelving may not be practical, but books can be placed on a truck or table so as to make them accessible for use.

CURCULATION RECORD:

A single sheet of 8-1/2" x 11" notebook paper with 32 lines will suffice for the year.

	Jan.	Feb.	Mar.
1			
2			
3			
4			
5			
-			
-			
etc.			
31			
Total			

Draw lines between months. This will give a good blocked record. It is intended to record only total numbers of books issued for one day. If there is a large circulation of AV materials use the same kind of a record. If the circulation is very limited devise a simple record.

MENDING AND BINDING

If possible, rebind worthwhile books taking into consideration paper, usage, cost and importance of the book. Avoid patchy mending. Study procedure in pamphlets available free from commercial houses, e.g.

BOOKCRAFT: A COMPLETE MANUAL OF BOOK REPAIR (Gaylord, Brothers, Inc. Morgan Road., Liverpool, New York, 13088)

BRODART BOOK REPAIR MANUAL (Brodart, Inc., Box 1120, 1629 Memorial Avenue, Williamsport, PA 17701)

DEMCO MENDING GUIDE FOR BOOKS, MAGAZINES, PAMPHLETS AND PERIODICALS (Demco Educational Corporation, 404 Sette Drive, Paramus, NJ 07652)

REPORTS

A report to the Principal, whether requested or not, is an opportunity for the librarian to present the library situation and to suggest how the service may be improved.

Brevity, analyses and clear presentation are essential for a good report.

This form is suggested:

1. Present the situation, e.g. service, library quarters, size of collection, current budget (total and amount per student).

2. Give a summary of book week, projects, programs, displays.

3. Discuss usage which should include room usage if kept, total circulation, and withdrawals per student. It is helpful to compare these statistics with the same categories for the past year or two.

4. Comment on changes, needs, and proposed programs.

5. Conclude with a note of appreciation for teacher, administrator, and student cooperation. Thank any persons who have helped the library through services, funds and gifts.

PUBLICITY

Publicity has several avenues. It may be an individual activity or it may be a multi-participation involvement.

Within the library/or school:

1. Bulletin board
   (Book jackets, pictures, news items, etc.)

2. Displays
   (Art and craft objects, student's hobbies, a literary theme, e.g. poets, musicians, etc.)

3. Reading lists
   (New books, class lists, subject lists, etc.)

4. Faculty notices
   (Book and magazine articles)

5. School paper items

6. P.T.A. notices and talks

Outside the library:

1. Local newspaper
   (Information about gifts and donors, expansion and renovation, activities, e.g. book week)

2. Magazines
   (Articles, lists, and pictures from such magazines as Wilson Library Bulletin, Language Arts, Top of the News, Catholic Library World.

Publications offering suggestions:

Bowers, Melvyn K. Easy Bulletin Boards. Scarecrow, 1974
Coplan, Kate. Guide to Better Bulletin Boards. Oceana, 1970
___, Poster Ideas and Bulletin Boards. Oceana, 1970
Garvey, Mona. Teaching Displays. Shoe String, 1972
Harrison, Pat. Bulletin Board Ideas. Standard Pub. Co., 1977
Koskey, Thomas Arthur. Baited Bulletin Boards. Fearon, 1954
(Fearon publishes a number of small pamphlets on displays)
Robinson, James H. Bulletin Board Ideas. Concordia, 1973
Ruby, Doris and Grant. Bulletin Boards for Middle Grades. Fearon, 1964
Shaffer, Dale E. Free Posters, Charts and Maps. Shaffer, 1974
Weseloh, Anne. E-Z Bulletin Boards. Fearon, 1959

GLOSSARY OF TERMS

Abridged edition. A book reduced in length to appeal to a certain reader.

Accession book. A numbered library book in which each book is recorded as it is cataloged.

Accession number. The number in the accession book assigned to a particular book.

Accessioning. The process of recording a piece of material in the accession book and writing it on the material.

Added entry. Catalog cards made for a book other than the author card.

Annotation. A note on a catalog card describing the book.

Art print. A printed reproduction of a work of art.

Artifact. See Realia.

Author card. The catalog card with the author typed on the top line.

Book card. A card which the borrower signs when borrowing a book.

Book pocket. A stiff card board pocket which holds the book card when it is not in circulation.

Book selection. The process of selection of materials for purchase.

Call numbers. A combination of the classification number, and three letters of the author's or biographe's name.

Card catalog. An index of author, title and subject cards filed in one alphabet.

Catalog cards. A strong 3 x 5" punched card.

Cataloging. The process of making cards for the catalog and shelf list file, and a pocket and book card.

Chart. A sheet presenting data.

Circulation. The loaning of library materials for outside use.

Circulation record. A record of materials loaned for outside use.

Class number. A Dewey decimal number assigned to library materials.

Collation. Information on the catalog card typed below the body paragraph giving pages, volumes, maps, illustrations, etc.

Contents. Chapters or topics listed in the order they appear in the book.

Copyright date. The date the Copyright Office legally issued rights to publish a work. The year is usually printed on the reverse side of the title page. The latest date stated is used.

Cross reference. A catalog card guiding the user to a subject or personal name not used to one which is, or, to correlated material.

Date due slip. A slip on which is indicated the date material is to be returned.

Dewey Decimal classification. A system dividing all knowledge into ten groups with further subdivisions.

Diorama. A three dimension scene.

Easy book. A book for K-3 reading level.

Edition. The whole number of a work printed unaltered from a setting of type.

File guide card. A labeled card extending above the catalog card to help locate a place in a file.

Filmloop. A film loaded in a cartridge as a continuous loop for individual or group repeated viewing.

Filmstrip. A roll of film to be viewed on a filmstrip machine.

Flash cards. Cards having words, pictures, or numerals used to teach a concept.

Game. A set of boxed material used in learning or competition.

Imprint. The publisher's name and copyright date.

Indention. The blank spaces from the left edge of a catalog card.

Index. An alphabetical listing of topics, names, etc. in a book.

Inventory. A checking of each piece of material in the collection.

Ips. Inches per second (tape speed)

Kit. Two or more forms of correlated media to be used as a unit.

Library bindings. See Prebinding.

Main entry. The first or master card make in cataloging.

Media. Print and non-print forms of communication.

Media center. The center in which learning materials are located and used.

Mending tape. Book cloth used to repair books.

Microcard. A card which has very reduced pages from a book. A microcard reader is employed to read the card.

Microfilm. A microproduction of printed material on a roll of film.

Model. A three-dimensional representation of an object.

Order cards. A card giving information for ordering materials.

Phonodisc. See Record

Prebind. A book bound in library reinforced binding.

Programmed material. Learning materials arranged in sequence such as, booklets, cards, test materials, etc.

Publisher. A person, firm or company responsible for issuing printed or AV materials.

Realia. Actual objects or specimens.

Rebinding. The process of resewing a book in new covers.

Record. A recording on a phonograph record.

Reference book. A book used only in the library.

Reprint. A book reissued usually in a cheaper format.

Rpm. Revolutions per minute (the speed a phonograph record is played).

Shelf list. A main entry card with accession number indicated. Cards are arranged in the order books are shelved.

Specimen. Usually a biological object collected for study.

Spine labels. Labels used on the spine to show the call number.

Study print. A picture with accompanying text.

Subject heading. The word or words to indicate the subject of the materials.

Tape. A recording on a tape.

Title card. The catalog card which has the title typed on the top line.

Tracing. A record typed on the bottom of the main catalog card to indicate other cards made.

Transparency. An image produced on transparent film to be used on the overhead projector.

Transparent tape. A trade name of a tape used in mending because it doesn't turn yellow.

Unit card. An exact reproduction of the main catalog card.

Verso side. The back of a page or object.

Weeding. Evaluating and discarding undesirable or inappropriate materials.

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